

COMMUNITY UNIT PLAN/SPECIAL PERMIT WITH WAIVER OF PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

NAME OF PROJECT/ACTIVITY:

ADDRESS/LOCATION:

NOTE: An application for a special permit will be considered complete when all required information is included. Incomplete applications may be rejected and returned to the applicant. Re-submittal of rejected applications is subject to the established Planning Commission application deadline dates.

- ☐ Application Form
- ☐ Application Fee
- ☐ Site plan- 24 copies of site plan only, eight full sets to include utility, grading streets, landscape, etc. of special permit
- ☐ One site plan reduced to fit on an 8 1/2" x 11" sheet
- ☐ 3 separate waivers need to be requested
 1. Waive the preliminary plat process,
 2. Grant the Planning Director authority to approve an administrative final plat that conforms with the special permit for the community unit plan
 3. Grant the Planning Director authority to approve administrative final plats even though there are public streets or private roadways
- ☐ A digital copy of site plans if available

CERTIFICATES AND STATEMENT

- ☐ Ownership Certificate

This certificate must be prepared by a title company, abstractor or attorney.
If the applicant is different than the owner, the applicant must submit written authorization from the owner granting the applicant permission to apply for the special permit.
- ☐ Letter Indicating Purpose of Application

This statement should include information describing the operation, and any other pertinent operating/and or site development characteristics. In addition, justification for all waivers must be supplied. This statement must address any additional criteria/conditions from L.M.C. Chapter 27.63 relating to the specific special use.
- ☐ Waivers listed and justified within the purpose statement
 1. Waive the preliminary plat process
 2. Grant the Planning Director authority to approve an administrative final plat that conforms with the special permit for the community unit plan
 3. Grant the Planning Director authority to approve administrative final plats even though there are public streets or private roadways
 4. Any other waivers

DATA REQUIRED ON SPECIAL PERMIT SITE PLAN

- ☐ North arrow
- ☐ Drawn to an accurate scale
- ☐ Lot lines with dimensions
- ☐ Legal description
- ☐ All improvements on the site with dimensions including buildings, off-street parking areas, sidewalks, and easements and rights-of-way, and the likes
- ☐ All entrances and exits to and from lot
- ☐ Adjacent streets
- ☐ Vegetation and landscaping
- ☐ All pertinent information